



**CITY OF SAN DIEGO  
EMPLOYMENT OPPORTUNITY  
Open To Current City of San Diego Employees Only**

**#P2400 WATER SYSTEMS DISTRICT MANAGER  
SALARY: \$4553 to \$5474, Monthly**

**APPLY FIRST DATE: June 20, 2003**

**LAST DATE: July 16, 2003**

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Persons may apply only once during this application filing period. Future application filing periods may be announced.

**REQUIREMENTS:** You must meet the following requirement(s) by the last date you apply, unless otherwise indicated.

**EXPERIENCE:** Two years of full-time experience as a Principal Water Utility Supervisor or higher. **-OR-**  
Three years of full-time experience as a City of San Diego Senior Water Utility Supervisor.

**CERTIFICATION:** Grade D3 Certified Distribution Operator, Regular, Temporary, or Interim certification from the State of California, Department of Health Services is required at time of application. A valid certification must be held by the incumbent prior to the expiration of an interim or temporary certification. **(Copy of certification must be submitted with your application.)**

**NOTES:**

1. Applicants with **Interim certification** may submit a copy of their Training Information Management System [TIMS] record showing their Interim certification. The Water Department Human Resources will also provide the Personnel Department a print out of Interim certification of candidates who do not have a copy of their TIMS record.)
2. Applicants who do not have a current certification, but who have submitted an application for certification to the State of California Department of Health Services, may apply for this position, and will be placed **INACTIVE** on the eligible list until presenting proof to the Personnel Department of a regular or temporary Grade D3 Certified Distribution Operator certification from the State of California Department of Health Services.

**LICENSE:** A valid California Class C Driver's License is required at the time of hire.

**DUTIES:** Plan, prioritize, oversee, assign, and coordinate, through subordinate supervisors, in both field and plant maintenance operations, several major work units engaged in constructing, repairing, maintaining and installing various components of water storage, transmission, filtration and distribution systems; coordinate activities and act as a liaison between sections, other divisions, various City Departments, other governmental agencies, and outside contractors regarding water related construction and maintenance projects; make formal and informal presentations to Council Committees, community groups, planning groups and others regarding operations under their management; determine section goals and objectives and develop section business plans; review efficiency of section performance; supervise, train and rate the work of subordinate supervisors; assist in determining, developing and implementing training and work procedures, rotation schedules, operational guidelines and other procedures for the section and Division; prepare annual budget estimates and recommend staffing, equipment and project costs/needs for the section; investigate and resolve major work problems, complaints and accidents, either verbally or in a report or correspondence format; make decisions in the field for modification of work which cannot be performed as described in engineering plans; inspect crew performance in the plant and in the field; analyze blueprints and check major or complex projects; conduct disciplinary procedures, including fact findings and related investigations; approve material and equipment requests, overtime, leave requests, time cards and other personnel related paperwork; prepare a variety of reports; maintain section work records; review, evaluate, and complete special projects; and perform related tasks.

**HOW TO APPLY:** Submit a completed **DATA ENTRY FORM** and **SPECIAL APPLICATION (including any attachments required)** for this position. Your Special Application will be made available to the hiring department(s). Please submit requested materials only.

**THE SCREENING PROCESS** will consist of a comprehension evaluation of the **Special Application** for applicable education, experience, and/or training. Only those applicants that clearly demonstrate meeting the requirements specified above will be placed on the eligible list.

**ELIGIBLE LIST:** Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, candidates will be contacted by the hiring department(s) for an interview.

MVA/June 20, 2003/Class 1016

**THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"**

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

# APPLICANT INFORMATION

---

## APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

---

**FALSIFICATION:** Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

---

## GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

**A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.**

The City of San Diego is committed to a drug and alcohol free workplace.

**THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY** and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

---

**A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions** you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

---

## EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

## REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

---

**The provisions of this bulletin do not constitute an expressed or implied contract.**

---

**DIVERSITY BRINGS US ALL TOGETHER**